United Nations ST/AI/2010/4/Rev.1

Secretariat

26 October 2011

Administrative instruction

Administration of temporary appointments

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of establishing terms and conditions pertaining to the use and administration of temporary appointments in accordance with staff regulation 4.5 and staff rule 4.12, hereby promulgates the following:

Section 1
General

1.1 The purpose of the temporary appointment is to enable the Organization to effectively and expeditiously manage its short-term staffing needs. As stated in General Assembly resolution 63/250, "temporary appointments are to be used to appoint staff for seasonal or peak workloads and specific short-term requirements for less than one year but could be renewed for up to one additional year when warranted by surge requirements and operational needs related to field operations and special projects with finite mandates".

1.2 In accordance with staff regulation 4.5 (b) and staff rule 4.12 (c), a temporary appointment does not carry any expectancy, legal or otherwise, of renewal and shall not be converted to any other type of appointment. Any appointment granted following a temporary appointment will be implemented as re-employment under staff rule 4.17, unless otherwise expressly provided for in the present instruction.

Section 2
Use and duration of temporary appointments

2.1 Pursuant to staff rule 4.12 (a), a temporary appointment may be granted for a single or cumulative period of less than one year to meet seasonal or peak workloads and specific short-term requirements and shall have an expiration date specified in the letter of appointment.

2.2 A temporary appointment may be granted for specific short-term requirements that are expected to last for less than one year at the time of the staff member's appointment, such as:

(a) To respond to an unexpected and/or temporary emergency or surge demand involving, for example, a natural disaster, conflict, violence or similar circumstances;

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(b) To meet a seasonal or peak work requirement of limited duration that cannot be carried out by existing staff members;

(c) To temporarily fill a position whose incumbent is on special leave, sick leave, maternity or paternity leave or on assignment;

(d) To temporarily fill a vacant position pending the finalization of the regular selection process;

(e) To work on a special project with a finite mandate.

2.3 A temporary appointment shall not be used to fill needs that are expected to last for one year or more.

2.4 In the case of staff members governed by the Association internationale des traducteurs de conférence (AITC) and the Association internationale des interprètes de conférence (AIIC) agreements, a temporary appointment may be granted for a maximum of 729 days (or 521 working days[1]) within a 27-month period at the same duty station.

Extension of a temporary appointment and successive temporary appointments within a period of 364 days

2.5 Subsequent to the initial temporary appointment, new and successive temporary appointments may be granted for service in the same office or in a different office any number of times, for any duration, provided that the length of service does not exceed the period of 364 calendar days.

2.6 The period of 364 days shall start on the first day of service under the initial temporary appointment or on the first day of service following the expiration of the period of time during which re-employment is not permitted, as set out in section 5.5 below.

2.7 Upon reaching the limit of service under one or several successive temporary appointments as set out in the present section, or, exceptionally, 729 days as permitted under section 14 below, the staff member shall be required to separate from the Organization.

2.8 Where a period of time as set out in section 5.5 passes between temporary appointments, the period of 364 days shall start anew on the first day of the new appointment, even if the 364 days had not been reached under the previous temporary appointment(s).

Section 3
Temporary job opening, selection and appointment process

Temporary job opening[2]

3.1 When a need for service for more than three months but less than one year is anticipated, a temporary job opening shall be issued by the programme manager.

3.2 While the decision to issue a temporary job opening for a need for service for three months or less is made at the discretion of the programme manager, any

[1] The number of days actually worked shall be equivalent to the number of days paid.

[2] The use of and process governing temporary job openings are under review. Consequently, further amendments and/or revisions to the present instruction may be forthcoming shortly.

extension beyond three months shall require the issuance of a temporary job opening.

3.3 The temporary job opening shall include a description of the qualifications, skills and competencies required and reflect the functions of the post, using to the greatest possible extent the database of generic job profiles maintained by the Office of Human Resources Management. Each temporary job opening shall indicate the date of posting and specify a deadline by which all applications must be received.

3.4 Temporary job openings shall be posted for a minimum of one week on the Intranet or be circulated by other means, such as e-mail, in the event that an Intranet is not available at the duty station concerned. A temporary job opening may also be advertised externally if deemed necessary and appropriate.

Evaluation, selection and appointment or assignment

3.5 The department/office will assess the candidates' applications in order to determine whether they are eligible, and whether they meet the minimum requirements, as well as the technical requirements and competencies of the temporary position. Such assessment will be undertaken through a comparative analysis of the applications. The assessment may also include a competency-based interview and/or other appropriate evaluation mechanisms, such as written tests, work sample tests and assessment centres. Following a competitive process, the head of department/office shall make the selection decision, up to and including the D-1 level.

3.6 When a candidate has been selected, he/she shall be offered the respective appointment, which for external candidates will be subject to satisfactory reference checks to be completed by the recruiting department/office. Such reference checks shall include, at a minimum, verification of the highest required academic qualification(s) and record with the last employer. Once such reference checks are completed to the satisfaction of the recruiting office, a letter of appointment will be provided upon entry on duty. The letter of appointment shall contain, expressly or by reference, the terms and conditions of employment and details of the candidate's entitlements. In urgent cases, a conditional letter of appointment, initially for a period not exceeding three months, may be offered, subject to completion of reference checks the results of which are deemed satisfactory by the recruiting department/office.

3.7 The selected candidate shall be offered a temporary appointment unless he/she already holds another type of appointment, in which case the following rules apply:

(a) Candidates holding a permanent or continuing appointment will retain their permanent or continuing appointment and will be assigned to the position to be temporarily encumbered;

(b) Candidates holding a fixed-term appointment will retain their fixed-term appointment and will be assigned to the position to be temporarily encumbered for a period not exceeding the duration of their fixed-term appointment.

Section 4
Fitness for duty

4.1 All candidates will be required to receive medical clearance prior to the issuance of the letter of appointment to ensure that they are physically and mentally fit to perform their designated functions without risk to the safety and health of themselves or others. For this purpose, a candidate who has been offered a temporary appointment may be required by the Secretary-General to undergo such medical evaluations and receive such inoculations as may be required by the United Nations Medical Director or medical officer designated by the United Nations Medical Director.

4.2 The following minimum requirements shall apply for recruitment under a temporary appointment:

Temporary appointments of less than six months

(a) A candidate who has been offered a temporary appointment of less than six months shall, unless requested to undergo a full medical evaluation pursuant to section 4.1 above, submit a medical certificate by a licensed medical practitioner stating that he/she is medically fit to perform the assigned functions.

Temporary appointments of more than six months

(b) A candidate who has been offered a temporary appointment of six months or more, or whose shorter appointment upon extension will reach six months or more, is required to undergo a medical evaluation. The United Nations Medical Director or medical officer designated by the United Nations Medical Director shall assess whether the candidate is medically fit to perform the assigned functions without risk to the safety and health of themselves and others.

Section 5
Eligibility

Eligibility of a staff member who has held or is holding a fixed-term, continuing or permanent appointment

5.1 A current staff member who holds a fixed-term, permanent or continuing appointment may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position as set out in section 3.4 above.

5.2 Upon separation from service, including, but not limited to, expiration or termination of, or resignation from, a fixed-term, continuing or permanent appointment, a former staff member will be ineligible for re-employment on the basis of a temporary appointment for a period of 31 days following the separation. In the case of separation from service on retirement, a former staff member will be ineligible for re-employment for a period of three months following the separation. This equally applies, mutatis mutandis, with respect to a former or current staff member who has held or holds an appointment in another entity applying the United Nations Staff Regulations and Rules and who applies for a temporary position with the Secretariat.

Eligibility of a staff member who has held or is holding a temporary appointment

5.3 A staff member holding a temporary appointment shall be regarded as an external candidate when applying for other positions, and may apply for other positions at any level, subject to section 5.7 below and staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories.

5.4 The provisions of this section are also applied, mutatis mutandis, with respect to a staff member who holds a temporary appointment in another entity applying the United Nations Staff Regulations and Rules and who applies for a temporary position with the Secretariat.

5.5 A former staff member who held a temporary appointment and was separated in accordance with section 2.7 above, is not eligible for re-employment on a new temporary appointment or as a consultant or individual contractor (a) within three months of the end of his/her most recent appointment in the same duty station within entities that apply the United Nations Staff Regulations and Rules, or (b) within 31 days in a different duty station within entities that apply the United Nations Staff Regulations and Rules.

5.6 A former staff member who held a temporary appointment which had reached the maximum authorized duration for a temporary appointment in an entity that applies the United Nations Staff Regulations and Rules, shall not be granted a new temporary appointment unless the conditions specified in section 5.5 have been met.

5.7 A staff member who holds a temporary appointment in the Professional and higher categories for a period of less than one year for a position authorized for one year or more may not apply for or be reappointed to that position within six months of the end of his/her current service on the temporary appointment, if the position is advertised through the established procedures and will result in a fixed-term appointment following review by the central review bodies. This provision does not apply to staff members holding temporary appointments and serving in positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.

Other eligibility criteria

5.8 In the case of separation following a mutually agreed termination of appointment, unless otherwise specified in the agreement, a former staff member will be ineligible for re-employment to any position or as a consultant or individual contractor for a period of three years following the separation.

5.9 Interns, consultants, individual contractors and gratis personnel may not apply for or be appointed to any position in the Professional and higher categories or positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service. This restriction does not apply to associate experts (Junior Professional Officers) appointed under the Staff Rules.

5.10 United Nations Volunteers may not be appointed to any position in the peacekeeping operation or special political mission in which they last served within six months following completion of their service with the United Nations Volunteers programme. United Nations Volunteers who have served less than 12 months are not

eligible for any appointment in a peacekeeping operation or special political mission, unless a period of six months has elapsed following completion of their service as a United Nations Volunteer. United Nations Volunteers who resign may not be appointed to any position in a peacekeeping operation or special political mission within six months following the date of their resignation.

Section 6
Performance evaluation

6.1 At the end of the temporary appointment, regardless of duration, the programme manager shall issue a performance evaluation on a standard performance evaluation form for staff members holding temporary appointments.[3] The form should state what was expected of the staff member and whether the staff member and the supervisor discussed those expectations. Signed hard copies of the standard performance evaluation form shall be included in the official status file of the staff member concerned.

6.2 A staff member who disagrees with the performance rating given at the end of his/her temporary appointment may, within seven calendar days of signing the completed performance appraisal form, submit a written explanatory statement to the respective Executive Office at Headquarters, or to the Chief of Administration elsewhere. The performance evaluation form and the explanatory statement shall become part of the official status file of the staff member.

Section 7
Salaries and related allowances

7.1 The salary and step in grade on appointment shall be determined in accordance with established grading guidelines.

7.2 A staff member who holds a temporary appointment shall be eligible for payment of salary at the dependency rate and/or dependency allowance as appropriate, in accordance with the conditions specified in staff rule 3.6 and staff regulation 3.4 (a).

7.3 A staff member who holds a temporary appointment serving in posts subject to international recruitment as defined in staff rule 4.5 may be eligible for the following allowances in accordance with the applicable staff rules and the conditions specified in the present and other relevant administrative instructions:

(a) Salary increment pursuant to staff rule 3.3 should the appointment be exceptionally extended beyond 364 days in accordance with section 14 below;

(b) Post adjustment and rental subsidy pursuant to staff rule 3.7 (a) and (d);

(c) Hardship allowance and additional non-family hardship allowance pursuant to staff rule 3.14 and administrative instruction ST/AI/2011/6;

(d) Hazard pay[4] in accordance with paragraph 3 of part VI of General Assembly resolution 51/216 and as authorized by the International Civil Service Commission.

[3] Form P.333.

[4] As of 1 January 2012, "danger pay" under a pertinent administrative instruction, as applicable.

7.4 A staff member who holds a temporary appointment serving in posts subject to local recruitment as defined in staff rule 4.4 may be eligible for the following allowances in accordance with the applicable staff rules and the conditions specified in the present administrative instruction:

(a) Salary increment pursuant to staff rule 3.3 should the appointment be exceptionally extended beyond 364 days in accordance with section 14 below;

(b) Overtime and compensatory time off pursuant to staff rule 3.11;

(c) Night differential pursuant to staff rule 3.12;

(d) Hazard pay[4] in accordance with paragraph 3 of part VI of General Assembly resolution 51/216 and as authorized by the International Civil Service Commission.

Section 8
Annual and special leave

Annual leave

8.1 A staff member who holds a temporary appointment shall accrue annual leave while in full pay status at the rate of one and a half days per month in accordance with staff rule 5.1 (a). Upon separation, pursuant to staff rule 9.9 and subject to staff rule 4.17, any accrued annual leave not utilized by the end of the temporary appointment may be commuted into a sum of money for the period of such accrued annual leave up to a maximum of 18 working days. Between successive temporary appointments pursuant to sections 2.5 to 2.8 above, up to a maximum of 18 days of accrued annual leave may be carried forward.

8.2 When service commences after the first working day of a month, one day shall be credited when service begins on or before the sixteenth day; a half day shall be credited when service begins thereafter. When service ends before the last working day of the month, a half day shall be credited for service ending on or before the fifteenth day; one day shall be credited when service ends thereafter.

Special leave in exceptional circumstances

8.3 Staff members holding a temporary appointment may exceptionally be granted special leave, with full or partial pay or without pay, for compelling reasons for such period as the Secretary-General deems appropriate pursuant to staff rule 5.3.

Section 9
Social security

United Nations Joint Staff Pension Fund

9.1 A staff member whose appointment is for six months or more or who completes six months of service under shorter appointments without an interruption of more than 30 calendar days shall become a participant in the United Nations Joint Staff Pension Fund, provided that his/her letter of appointment does not exclude his/her participation, pursuant to staff rule 6.1.

Sick leave

9.2 A staff member who holds a temporary appointment shall accrue sick leave at the rate of two working days per month in accordance with staff rule 6.2. A staff member may be granted the full entitlement of the sick leave for the duration of the appointment at any point in time during his/her appointment. In cases where a staff member is on certified sick leave at the date of expiration of his or her temporary appointment, the appointment shall be exceptionally extended for the purpose of allowing the staff member to utilize the balance of accrued sick leave days as of the date of expiration of the appointment. No further extension of sick leave shall be provided, nor does the extension give rise to any further accrual of leave days, other benefits or entitlements.

9.3 A staff member who holds a temporary appointment shall be entitled to a maximum of seven days of uncertified sick leave pursuant to staff rule 6.2 (c), subject to the maximum sick leave entitlement under the current appointment in accordance with staff rule 6.2 (b) (i) and section 9.2 above. Accrued sick leave cannot be carried forward between successive appointments.

Maternity leave

9.4 A staff member who holds a temporary appointment is entitled to maternity leave pursuant to staff rule 6.3. In cases where maternity leave has started prior to the end of the temporary appointment but has not been completed during the duration of the temporary appointment, the appointment of the staff member will be exceptionally extended for the purpose of exercising the unused portion of the maternity leave entitlement. The appointment extended for that purpose shall not be extended beyond the period of the maternity leave entitlement and the extension does not give rise to any other benefits or entitlements.

Paternity leave

9.5 A staff member who holds a temporary appointment is entitled to paternity leave in accordance with staff rule 6.3 upon completion of six months of continuous service, and when the staff member is expected by the Secretary-General to continue in service for at least three months upon return from paternity leave.

9.6 The leave may be taken either continuously or in separate periods during the year following the birth of the child, provided it is completed during that year and within the duration of the contract. The appointment shall not be extended solely in order to exercise the unused portion of the paternity leave.

Compensation for service-incurred injury, illness or death

9.7 A staff member who holds a temporary appointment shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, in accordance with the rules set forth in appendix D to the Staff Rules.

Death benefits

9.8 Where a staff member dies in the course of service, a lump sum shall be paid to the surviving spouse and/or dependent children, to be divided equally among these beneficiaries, pursuant to staff rule 9.11.

Compensation for loss of or damage to personal effects attributable to service

9.9 A staff member who holds a temporary appointment shall be entitled, within the limits and under terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to his/her personal effects determined to be directly attributable to the performance of official duties on behalf of the United Nations, pursuant to staff rule 6.5.

Section 10
Medical insurance

10.1 A staff member who holds a temporary appointment of less than three months is entitled to enrol only him/herself in the short-term health insurance scheme applicable at the relevant duty station. If such appointment is subsequently extended for a cumulative duration of three months or more, the staff member may enrol him/herself and his/her eligible family members in a medical plan offered by the Organization starting from the first day of the extension of the appointment or from the first day of the following month.

10.2 A staff member who holds a temporary appointment of three months or more may enrol him/herself and eligible family members in a medical plan offered by the Organization starting from the first day of that appointment or from the first day of the following month.

10.3 A candidate requesting exemption from participation in a medical insurance scheme provided by the United Nations shall be required to certify that he/she has secured coverage generally equivalent to United Nations coverage.

Section 11
Travel-related entitlements

11.1 A staff member who holds a temporary appointment serving in posts subject to international recruitment as defined in staff rule 4.5 may be eligible, if not recruited at the duty station or from within commuting distance from the duty station, for the following travel-related entitlements in accordance with the applicable staff rules and the conditions specified in the present administrative instruction:

(a) The daily subsistence allowance portion of the assignment grant in accordance with staff rule 7.14 (d);

(b) Travel expenses pursuant to staff rule 7.1 and excess baggage entitlement pursuant to staff rule 7.15, for the staff member only, as applicable;

(c) Unaccompanied shipment pursuant to staff rule 7.15 (h) (i) for the staff member only, as applicable. The relocation grant option shall be available;

(d) Travel authorized for medical, safety or security reasons pursuant to staff rule 7.1 (a) (v), as applicable;

(e) Rest and recuperation travel, as applicable, pursuant to administrative instruction ST/AI/2011/7.

11.2 In accordance with staff rule 7.3 (b), a staff member holding a temporary appointment who resigns before completing the full term of his or her initial appointment, shall not be entitled to payment of return travel expenses for himself

or herself unless the Secretary-General determines that there are compelling reasons for authorizing such payment.

Entitlements to travel, shipment and subsistence allowance for successive temporary appointments within the same duty station

11.3 A staff member who is offered successive temporary appointments subject to international recruitment, as defined in staff rule 4.5, within the same duty station shall be entitled to the following:

(a) If the successive temporary appointments are within the same department/office at the same duty station, payment of travel expenses for the staff member pursuant to staff rule 7.1 (a) (i) only shall be authorized no more than once within a 12-month period. If the successive appointments are in different departments/offices at the same duty station, additional travel shall be paid if at least three months have passed between separation and re-employment on the subsequent temporary appointment;

(b) Unaccompanied shipment entitlement applicable to the temporary appointment shall be payable only when at least three months have passed between separation and re-employment on the subsequent temporary appointment;

(c) With respect to the daily subsistence allowance portion of the assignment grant, pursuant to staff rule 7.14 (b) (i), if the successive temporary appointments are within the same department/office, the staff member shall be entitled to payment of the daily subsistence allowance once within a 12-month period. If the successive appointments are in different departments/offices at the same duty station, the daily subsistence allowance shall be payable when at least three months have passed between separation and re-employment on the subsequent temporary appointment;

(d) Travel, unaccompanied shipment and the daily subsistence allowance portion of the assignment grant shall not be paid, in any case, to a staff member who, upon initial appointment with the Organization, did not travel at United Nations expense because he/she was recruited at the duty station or within commuting distance from the duty station.

Section 12
Staff members serving under a when-actually-employed contract

12.1 A staff member who holds a temporary appointment and who is serving under a when-actually-employed contract is not entitled to annual, special or sick leave, maternity or paternity leave, shipment or assignment grant upon appointment, dependency or other benefits or allowances except as provided in an administrative issuance pertaining to the when-actually-employed scheme.

Section 13
Staff members governed by the agreements with the Association internationale des traducteurs de conférence and the Association internationale des interprètes de conférence

13.1 A staff member who holds a temporary appointment and is governed by the agreements established with AITC and AIIC is entitled to the conditions of service, allowances and benefits set out in such agreements. Where the AITC and AIIC agreements are silent, the provisions of the present administrative instruction shall

apply. In cases where the AITC and AIIC agreements are inconsistent with the provisions of the present administrative instruction, the provisions of the AITC and AIIC agreements shall prevail.

Section 14
Exceptional extension of a temporary appointment beyond the period of 364 days[5]

14.1 A temporary appointment may exceptionally be extended beyond 364 days, up to a maximum of 729 days, under the following circumstances:

(a) Where a temporary emergency or a surge requirement related to field operations unexpectedly continues for more than one year;

(b) Where a special project in the field or at a headquarters duty station unexpectedly continues for more than one year;

(c) Where operational needs related to field operations, including special political missions, unexpectedly continue for more than the initial period of 364 days.

14.2 Under no circumstances shall the period on a temporary appointment exceed 729 days.

14.3 A recommendation for an exceptional extension of a temporary appointment leading to service of one year or more shall be sent by the programme manager to the Executive Office or the local human resources office, as appropriate. It shall be accompanied by a written justification, which must be consistent with the provisions of the present instruction. The Executive Office or the local human resources office shall decide whether or not the recommendation will be approved.

Special conditions of service for temporary appointments exceptionally extended beyond 364 days

Annual leave

14.4 A staff member whose temporary appointment has been exceptionally extended beyond the initial period of 364 days pursuant to staff rule 4.12 (b) and under the circumstances specified in section 14.1 above, may accumulate and carry forward up to 18 working days of annual leave by 1 April of any year or such other date as the Secretary-General may set for a duty station. Accrual of annual leave remains at the rate of one and a half days per month in accordance with staff rule 5.1 (a) and section 8.1 above. Upon separation, pursuant to staff rule 9.9 and subject to staff rule 4.17 (b), any accrued annual leave not utilized by the end of the temporary appointment may be commuted into a sum of money for the period of such accrued annual leave up to a maximum of 18 working days.

Home leave

14.5 A staff member who is internationally recruited pursuant to staff rule 4.5 and whose temporary appointment has been exceptionally extended beyond the initial period of 364 days pursuant to staff rule 4.12 (b) and under the circumstances

[5] Not applicable to staff governed by the AIIC/AITC agreements, to whom sections 2.4 and 13 apply.

specified in section 14.1 shall be entitled to home leave in duty stations with a 12-month home leave cycle pursuant to staff rule 5.2 (l), subject to the specific conditions of this entitlement set out in ST/AI/2000/6 and Amend.1, on special entitlements for staff members serving at designated duty stations.

Repatriation grant

14.6 A repatriation grant shall be payable to a staff member who has accrued one year or more of continuous service pursuant to annex IV to the Staff Regulations.

Travel

14.7 Exceptional extension of the temporary appointment beyond 364 days within the same department and at the same duty station does not give rise to additional travel entitlements under section 11 above.

Section 15
Termination of a temporary appointment

15.1 A temporary appointment may be terminated in accordance with the Staff Regulations and Rules.

Notice of termination

15.2 A staff member whose temporary appointment is to be terminated shall be given not less than 15 calendar days' written notice of such termination or such written notice as may otherwise be stipulated in the letter of appointment, provided that in the latter case the notice also grants a minimum of 15 calendar days.

15.3 In lieu of the notice period, the Secretary-General may authorize compensation equivalent to salary, applicable post adjustment and allowances corresponding to the relevant notice period at the rate in effect on the last day of service.

15.4 In accordance with staff rule 9.7 (e), no termination notice or compensation in lieu thereof shall be given in case of dismissal.

Termination indemnity

15.5 Staff members holding temporary appointments exceeding six months shall be paid a termination indemnity in accordance with staff regulation 9.3 (c), annex III to the Staff Regulations, staff rule 9.8 and the staff member's letter of appointment. This applies also to temporary appointments of an initial duration of six months or less that are subsequently extended beyond six months.

15.6 Staff members holding a temporary appointment of six months or less shall not be paid a termination indemnity unless such payment is stipulated in the letter of appointment. Such termination indemnity shall not exceed an amount equivalent to one week's pay for each month of uncompleted service.

Section 16
Permanent residency

16.1 A staff member recruited on the basis of a temporary appointment in the international Professional category or in the Field Service category at the F-6 and F-7 levels, who has permanent resident status in any country other than their country of

nationality, is exempt from the requirement to renounce such status upon appointment.

Section 17
Final provisions

17.1 The present administrative instruction shall enter into force on its date of issuance.

17.2 Administrative instruction ST/AI/2010/4 and Corr.1 is hereby superseded.

(*Signed*) Angela **Kane**
Under-Secretary-General for Management